



# How to Create a Job Posting

FREE job postings to recruit high school employees

**Step 1:** Gather the information you'll need to post your job. This should include: Position title, job description, and employment contact information.

**Step 2:** Log onto [www.BridgesConnection.org/Jobs](http://www.BridgesConnection.org/Jobs), and click on the "ADD a JOB POSTING" text located along the right-hand column of the page.

**Step 3:** Complete the online form.

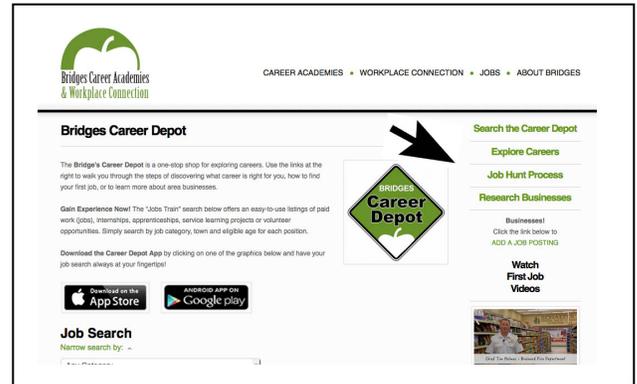
- **Job Title**
- **Description of the position** — be sure to include how to apply for this position (ie: call, email, complete online application, etc.)
- **How to apply** — phone, email, in person?
- **Industry Category**
- **Ages requirements for this position**
- **Opportunity Type** — paid, non-paid/volunteer, internship, etc.
- **Contact for inquiries about this position** — please include a name, phone number and email
- **Dates you want the posting active** — options are 1 week at a time and selecting multiple weeks will ensure the most students will see your position

**Step 4:** If you have a photo of someone doing the job or want a logo posted with the position, email it to [Kathy@BridgesConnection.org](mailto:Kathy@BridgesConnection.org).

**Step 5:** A Bridges staffer will review your posting and contact you with questions. When the posting is approved, you will receive an email notification.

Your posting will "expire" (be removed from the live website) on the last date you selected when completing the initial form. If you want the posting extended, email Kathy at [Kathy@BrainerdLakesChamber.com](mailto:Kathy@BrainerdLakesChamber.com).

**Step 6:** When your position is filled, email Kathy at [Kathy@BrainerdLakesChamber.com](mailto:Kathy@BrainerdLakesChamber.com) to have your posting removed from the website.



Job Title:\*

Job Description: 8000 chars remaining.

Category:\*

Select a Category

Age Range:

14-15 year olds  16-17 year olds

18+ year olds

Type of Opportunity:

Apprenticeship  Internship

Paid position  Scholarship

Service Learning  Volunteer position (not paid)

Contact Information

Organization Name:\*

Contact Name:

